

**LOUISIANA DEPARTMENT OF REVENUE
OFFICE OF CHARITABLE GAMING
1-800-562-9235 or 225-925-1835**

**NONCOMMERCIAL LESSOR INSTRUCTION SHEET
LICENSE RENEWAL 2004-2005**

Please read the following and review your application forms carefully before completing. All applications shall be submitted to the Office of Charitable Gaming no later than May 15, 2004. Failure to comply may result in the delay of the issuance of a license, **along with the issuance of organizations leasing space from your organization.**

A license will not be issued until all required information has been provided to and approved by the Office. Your organization **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2004 until your organization has received a printed license for the 2003/2004 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$75.00 is paid by check drawn from the **Charitable Gaming Account**. The check should be attached to the application and made payable to the Office of Charitable Gaming;
2. All sections of the application are completed fully and legibly along with all requested data and attachments;
3. **All** information submitted on your organization officers and members must be complete and accurate. The Office can provide your organization with a list of all employees currently on file. This must be requested in writing.
(INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE ISSUANCE OF A LICENSE);
4. Specific dates and times of your sessions shall be listed on the appropriate form(s) **(PLEASE LIST STARTING TIME OF SESSION AS TIME ORGANIZATION WILL BEGIN TO SELL PAPER);**
5. Application must be signed by the **Member-in-Charge** of charitable games and the **duly elected President** of the organization, and properly notarized
(APPLICATION MUST BE SIGNED AND DATED ON THE SAME DATE IT IS NOTARIZED IN THE PRESENCE OF A NOTARY);
6. Member-in-Charge and President must also complete **Organization Officials Information Sheet**.

7. Lease agreement with organization shall include but not be limited to:
 1. Name of location;
 2. Address of location;
 3. Name of Organization;
 4. Amount of rent;
 5. Date of expiration;
 6. Provisions for cancellation of the lease with 30 days written notice by either party without cause;
 7. Signature of noncommercial lessor or his authorized agent;
 8. Signature of organization official; and
 9. **The dates and times during which the organization has agreed to conduct games of chance.**

It is recommended that lease agreements coincide with the license fiscal year.

*****IMPORTANT NOTICE*****

It is the responsibility of each noncommercial lessor to ascertain whether an organization has been approved by the Office to conduct charitable games of chance and has received its charitable gaming license on July 1, 2004, before leasing your hall to that organization. Therefore, noncommercial lessors shall require organizations to furnish a copy of their 2004/2005 license prior to conducting any sessions on July 1, 2004, or later.

Any changes in officers, directors, or gaming management must be filed with the Office of Charitable Gaming within 10 days of the change on the Organization Officials Information Sheet. List at least one official as Member-in-Charge and as many alternate members-in-charge as necessary to assure at least one MIC is present at all games as provided by LA.R.S. 4:714 (D).

The Office has to renew and approve the license for the non-commercial lessors prior to renewing and approving the charitable organizations whom lease space from your company, to conduct games of chance for charitable purposes; therefore, timeliness is of the essence.